

# **PAUL CUFFEE SCHOOL**

## **MINUTES OF BOARD OF TRUSTEES MEETING**

**NOVEMBER 21, 2013**

**A meeting of the Board of Trustees of the Paul Cuffee School was held on November 21, 2013 at the Paul Cuffee Lower School in Providence, Rhode Island.**

**Present: Su Almeida, Darline Berrios, David Burnham, Russell Carey, Tom Chen, Allyn Copp, Stefano Crema, Dorothy Fields, Crystal Gantz, Phil Gould, Robert Kelley, Keith Mathews, Alex Molina, Kim Noble, Dorothy Patrick, Carolyn Pemberton, Abraham Pinales, Babak Taleghani**

**Absent: Leeds Mitchell IV, Earl Smith III, Gisele Polanco**

**Guests: Kristin Lehoullier, Rachel Elmaleh, Stacy Gale, Susy Prouty, Amamah Sardar, Megan Thoma**

**Paul Cuffee Staff: Derrick Ciesla, Jon Conklin, Maria Monteiro, Rudy Moseley, Maria Palmgren, Wendy Randle**

**Absent: Becky Coustan**

**President Russell Carey called the meeting to order at 6:15 p.m. and asked for a moment of silence. He asked to board members to introduce themselves to the invited guests.**

## **Strategic Planning Process**

**Kristin Lehoullier presented to the Board for approval of the final version of the mission statement:**

**“Paul Cuffee School, a K-12 public charter school of choice, educates a diverse community of students from Providence, Rhode Island. We respect each individual and the world we share. This quality of our community is central to our mission.**

**In the spirit of Paul Cuffee’s life, we teach students to value and practice personal initiative, perseverance, and social responsibility. Our School accomplishes these goals through a rigorous academic program which, enriched with maritime experiences, fosters discovery and critical thinking. We prepare students for higher education, lifelong learning, and active citizenship.”**

**Mr. Taleghani made a motion to approve and adopt the mission statement, Mr. Copp seconded the motion, and the Board unanimously approved the mission statement.**

## **Approval of Minutes**

**Mr. Mathews made a motion to approve the September 19, 2013 minutes of the Board. Mr. Copp seconded the motion, and the Board unanimously voted to approve the minutes of the September 19, 2013 meeting.**

## **Nautilus Explorer Educator at Sea**

**Ms. Stacy Gale, STEM (Science, Technology, Engineering, Mathematics) Coordinator, gave a presentation of her experience as an “Educator at Sea” on the Nautilus Explorer, a nautical vessel designated to explore marine biology and inspire interest and achievement for students in the area of STEM. She explained that while she was onboard the vessel, she was connected live to Paul Cuffee students, who partook in an interactive conversation.**

## **NECAP**

**Ms. Amamah Sardar, 11th grade Science Teacher, Mr. Ciesla and Dr. Moseley shared the results of the NECAP Science test conducted by 4th, 8th, and 11th grade students during the Spring of 2013.**

## **(Interim) Head of School Report**

**Ms. Randle gave a brief report about activities in the school, citing the highlights in her written report. She noted the success and highly attended events, including at the K-8 Admissions Open House, Curriculum Nights, Wellness Night, and Social Media Safety Night. Ms. Randle also mentioned that several guests visited the school, among them Governor Lincoln Chafee, Providence Mayor Angel Taveras, and 24 principals from Shenzhen, China.**

## **COMMITTEE REPORTS**

### **Committee on Trusteeship and Governance (CoTaG)**

**Mr. Stefano Crema reviewed with the Board the meeting of November 7, 2013 and reported that the topics of Board Committee composition, and review of by-laws were discussed.**

#### **HR Committee**

**Ms. Carolyn Pemberton reviewed with the Board the meeting of November 5, 2013. She reported that the Committee voted and approved a Hiring Process policy, discussed the current technology policy, and discussed the work associated with the strategic planning process. A request was made to share with the Board, at its next meeting, the approved Hiring Process policy and the current technology policy.**

#### **Finance Committee**

**Mr. Babak Taleghani reviewed with the Board the meeting of November 12, 2013 and referenced the minutes of said meeting. Mr. Taleghani reported that the first semi-annual housing aid payments were received, \$53,740 relating to facilities acquisition (bond principal and interest) and \$11,752 relating to asset protection (masonry west wall, windows west wall, roof repair, foundation repair, locksets), and that the Finance Committee proposed transferring the amounts to the capital replacement reserve. After a brief discussion, Mr. Mathews made a motion that \$53,740 plus \$11,752 be transferred from operating funds to Board Designated Reserve – Capital Replacement. Ms. Berrios seconded the motion, and it was unanimously approved by the Board.**

## **Head of School Search Committee**

**Mr. Carey asked that the Interim Head of School and the administrators who report directly to her, excuse themselves from the meeting to ensure there would not be any conflicts of interest during the discussion of the Head of School Search. Mr. Carey explained that Ms. Noble and Mr. Smith, as Co-Chairs of the HOS Search Committee, had received nominations for membership, and were awaiting confirmation from the candidates. Mr. Carey confirmed that Ms. Gantz and Messrs. Copp and Kelley had agreed to serve on the Committee. Following Mr. Carey's update, Ms. Noble explained the process and charge of the HOS Search Committee, and further asked the Board and guests to make recommendations on the qualities and qualifications of the next Head of School. A discussion ensued in which the Board and guests made said suggestions.**

## **Adjournment**

**There being no further business coming before the Board, Ms. Pemberton moved to adjourn. The motion was seconded by Mr. Nagtegaal, and the meeting adjourned at 8:28 p.m.**

**Respectfully submitted,**

**Maria Palmgren**